United Nations ST/IC/2001/20

Secretariat

2 March 2001

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2001 competitive examination for statistical clerks**

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the Secretariat who wish to take the competitive examination for statistical clerks in 2001, in accordance with the provisions of administrative instruction ST/AI/1998/4 of 10 February 1998.

2. The 2001 competitive examination for statistical clerks will be held in July 2001 in New York.

3. Staff members applying for the examination must, at a minimum:

(a) Have passed the United Nations clerical test;

(b) Have at least one year of experience in numerical data processing (e.g., spreadsheet or databases).

4. In addition to the minimum entrance criteria stipulated above, staff members who sat for a previous statistical clerk examination must have achieved a mark of at least 25 per cent on the overall score of that examination in order to be eligible to take the 2001 competitive examination for statistical clerks. Staff members who did not obtain at least 25 per cent must submit to the Board of Examiners for the statistical examination a detailed description of the concrete and independently verifiable efforts made in preparation for the new examination (e.g., courses taken, transcripts, hours of study, materials used, topics studied).

5. Staff members will not be allowed to take the statistical clerk examination more than 4 times within a 10-year period.

6. The written examination will consist of one paper covering the following:

(a) Basic knowledge of tables, graphs and charts;

(b) Logical reasoning;

(c) Simple mathematics.

* Expiration date of the present information circular: 31 December 2001.

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7. The use of reference material is not permitted during the written examination. Staff members may bring their own calculators. Personal computers are not allowed.

8. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to take a practical test on a computer to assess their knowledge of computerized spreadsheets. The test will be followed by an interview that will consist, in part, of technical questions. In addition, the Board will interview each candidate to assess professional experience, knowledge of the United Nations and, in particular, ability to work as a member of a team. The practical test and the interview will normally take place from six to eight weeks after the written component of the examination. The practical test and the interview are integral parts of the examination. Therefore, candidates who are invited to the practical test and the interview **should not** assume that they will be offered an assignment.

9. Candidates who successfully complete the written examination, the practical test and the interview will be placed on a reserve roster of qualified candidates from which present and future vacancies for statistical clerks at United Nations Headquarters in New York will be filled. Candidates are then selected depending on the needs of the United Nations and the availability of posts. Statistical clerks will be required to work in a fully computerized environment.

10. Staff members selected to fill vacancies will be assigned as statistical clerks for a trial period of six months. Staff members who complete the trial period successfully and are recommended by their offices and the Office of Human Resources Management will be confirmed in their posts, provided that the posts they are on are regular posts. In the case of staff members placed on temporary posts (i.e., replacing a staff member on mission assignment), such staff members will be given priority for future placement if their performance has been judged to be fully satisfactory. Staff members who do not complete the trial period successfully will be reassigned to their previous posts at their previous levels or assigned to a similar post in a different area. Recruitment, placement and promotion of selected candidates will be effected in accordance with procedures approved by the Office of Human Resources Management.

11. Staff members of the Secretariat who meet the conditions set out in administrative instruction ST/AI/1998/4 and the present information circular may apply by completing the attached application form and forwarding it to:

2001 Competitive Examination for Statistical Clerks
Operational Services Division
One United Nations Plaza, Room DC1-200
New York, NY 10017

by 16 April 2001. Written proof of educational qualifications obtained must be attached to the application. Incomplete applications will be returned to the staff member for completion and resubmission within the deadline for receipt of applications. Extensions for receipt of applications will not be granted.

Application

2001 competitive examination for statistical clerks[a]

Index No. | | | | | | |

Last name | | | | | | | | | | | | | Category | | Level | |

First name | | | | | | | | | | | | | Male | | Female | |

Date of entry on duty: Month | | | Year | | | | |

Type of contract: _____ Expiration date: _____

Department/office:[b] _____ Duty station: _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? No ☐ Yes ☐ If yes:

In (year) | | | | | In (year) | | | | | In (year) | | | | |

What is your main language? | | | | | | | | | | | | | | |

A. Knowledge of other languages

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

B. Indicate your ability in each of the languages mentioned above

Language	*Read*		*Understand*		*Speak*		*Write*	
	Easily	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

C. University degree or equivalent or post-secondary educational qualifications

Name of institution (include place and country)	*Language of instruction*	*Attended (month/year)*		*Degree or equivalent*[c]	*Main field of study*
		From	*To*		

D. Secondary school qualifications

Name of institution (include place and country)	*Language of instruction*	*Attended (month/year)*		*Certificate or equivalent*[c]	*Main field of study*
		From	*To*		

E. Courses taken in relation to statistics/computers/data processing

Title	*Description*	*Attended (month/year)*		*Number of hours/credits*	*Main field of study*
		From	*To*		

F. Description of your experience in data processing

Describe in detail your experience in data processing; indicate the period covered for each assignment.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

I have read information circular ST/IC/2001/20 and I understand that, if I am successful in the competitive examination for statistical clerks and recommended for inclusion in the roster, my assignment as a statistical clerk will be subject to my acceptance of the conditions of service indicated in paragraphs 9 and 10 of that circular.

Date: _____ Signature: _____

Notes

[a] Staff members applying for this examination **must complete this section.** In addition, staff members **must attach** written proof of claimed secondary educational qualifications. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member **for completion and resubmission within the deadline for receipt of applications** by the Operational Services Division, Office of Human Resources Management. In this connection, staff members are informed that extensions for receipt of applications by the Operational Services Division will **not** be granted. Therefore, staff members are advised to submit their applications without delay.

[b] Staff members should indicate the department or office to which they are currently assigned, e.g., DGAACS, OCS, ECE, UNCTAD, UNOV or other (please specify).

[c] Give exact name and title in original language; do not translate or equate.